

Oxfordshire County Council

2023/25 Councillor Priority Fund

Guidance for Applicants

April 2023

Background

The Councillor Priority Fund supports councillor priorities in their local areas.

Each Oxfordshire county councillor has a budget of £15,000 award during over the course of two financial years from April 2023 until March 2025. Funding is awarded by councillors on a rolling basis.

This is part of our commitment to supporting local communities across Oxfordshire to create a greener, fairer and healthier county.

Our Approach

The purpose of this Councillor Priority Fund is to support councillor priorities in their areas. It is for each councillor to decide how their allocation should be spent; with each area of Oxfordshire being different it's important that county councillors have the flexibility to allocate the money in the best way.

You should discuss your proposal at an early stage with your county councillor and seek their support for your proposal. You will need to have written evidence, in the form of an email or letter, from the councillor that they are willing to support your grant application.

You can use the postcode search on www.writetothem.com to find your local councillor. Further information about contacting your local councillor is available on the Council's [website](#).

If your project impacts a wider area, you can put through a joint bid supported by multiple councillors.

Please read carefully the guidance notes below to make sure your organisation and project meet the grant scheme's eligibility criteria.

What do we fund?

Organisations:

To be eligible for funding, applying organisations must have a committee and a constitution or appropriate rules setting out aims and objectives and how the group will operate. Eligible organisations include:

- Registered Charity
- Not for Profit Company (including Community Interest Companies, Charitable Incorporated Organisation or Inc. Charity Models)
- Constituted Community or Voluntary Group
- Non-Constituted Community or Voluntary Group
- Town/Parish Council or Parish Meeting
- School, Academy or Educational Institution
- Parent Teacher Associations

Projects:

The types of projects that we fund include village hall refurbishment, purchasing of equipment, community activities open to all, play equipment for playgrounds, provisions for food banks or community larders, tree planting or community gardening schemes.

- All projects must address recognised needs of local communities of Oxfordshire.
- Project application forms must provide a breakdown of costs and anticipated timescales
- Projects will need to be completed by 31 March 2025
- Projects must benefit Oxfordshire communities, be inclusive and provide good value for money.

What don't we fund?

Organisations:

- Individuals or sole traders
- Profit-making organisations
- Organisations not established in the UK
- Organisations that give funds to other charities, individuals or other organisations
- Organisations that are at risk of closure or bankruptcy
- Private limited companies with share profits

Projects:

- Projects that duplicate an already existing service
- Projects that do not have specific costs, timescales or end dates
- Projects that seek to recover lost income
- Perishable or single use items for celebratory events

- Projects that cannot evidence appropriate permissions from landowners or from the appropriate planning authority (if required)
- Activities which a statutory body is responsible for
- Activities with a religious or political purpose
- Holidays, trips or overseas travel
- Activities that contradict or act against any of the Council's agreed policies such as [Equalities](#) and [Safer Recruitment](#), or fail to comply with all the other relevant statutory requirements, such as health and safety legislation

How to apply

Application process:

- 1) Discuss your proposal with your local county councillor(s) and confirm their support in writing
- 2) Complete the online application form, you will need to provide evidence that you have support from your local councillor(s)
- 3) Applications will be assessed against the scheme's requirements
- 4) Applicants will be notified of the decision along with their local councillor
- 5) Monitoring of projects

The final deadline for applications is 30 November 2024.

Getting Started

Discuss your project proposal with your local county councillor(s).

You should discuss your project proposal with your county councillor(s) and seek their support for your proposal. If your local councillor(s) are happy to support your project then you will need them to provide you with an email or letter confirming their support, including the amount they wish to contribute. Any proposals that have not received the support of county councillors will not be approved.

You can use the postcode search on www.writetothem.com to find your local councillor. Further information about contacting your local councillor is available on the Council's [website](#).

If your project impacts a wider area, you can submit a single application form for support by multiple councillors.

Completing your application

The Councillor Priority Fund application form can be found on our website: www.oxfordshire.gov.uk/councillorpriorityfund. A copy of your application form will be emailed to you after you submit the form to us.

If you require the application form in an alternative format, please contact us via email: councillorpriorityfund@oxfordshire.gov.uk or in writing via Councillor Priority Fund, Oxfordshire County Council, New Road, Oxford, OX1 1ND.

Next Steps

We will assess your application within 28 days to make sure your project proposal meets the scheme's requirements and contact you if we require further information about the proposal.

Incomplete applications lead to delays in processing the funding request, so please make sure to include all requested information in your application form.

Awarding Grant

If your funding request is successful, we will notify you by email. Unsuccessful applicants will be offered feedback on their proposal and, where possible, we will work with organisations to help them identify alternative funding opportunities.

For all bids you will be required to accept the terms and conditions as part of completing the application form.

If your funding request is for £5,000 or more, we will need to have a separate grant agreement in place before any payment can be awarded. We will send this out once the application form has been received and approved by the relevant county councillor(s).

Monitoring

Successful applicants are expected to comply fully with any monitoring requests from the Council and must agree to this when signing the funding request form.

All successful applicants need to be prepared for a review of their project.

This may include:

- Receipts recording how the money was spent
- Reports on the activity funded
- Feedback from individuals impacted
- Any other record of the activity funded (e.g. promotional flyers and posters)

Successful applicants are strongly encouraged to keep us informed about the progress of their projects. Any setbacks to the implementation of the projects should be reported to the Councillor Priority Fund team (councillorpriorityfund@oxfordshire.gov.uk). Delivery of the projects will be monitored as per milestones identified in the business case/ project proposal.

Any unspent grant funding will be recovered by the county council.

Contact us

Email: councillorpriorityfund@oxfordshire.gov.uk

Last Updated: April 2023